

New GME Check In

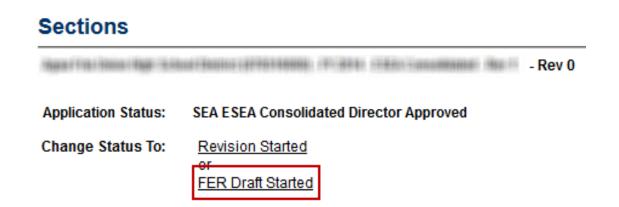


- Completion Reports
- Transition Update Including FY 15 Application
- For More Information Contact:
 - grants@azed.gov; (602) 542-3901
 - Visit: http://www.azed.gov/grants-management/
 for Webinars and other materials

Completion Report



- End of Fiscal Year
- All application revisions complete
- No intent to further revise
- No pending Reimbursement Requests
- LEA change status to "Completion Report Draft Started"



CR Draft Started



- LEA is now in the Completion Report workflow
 - No more budget or application revisions allowed
 - May not create any new Reimbursement Requests
- Each grant section now contains a Completion Report page
- New Completion Report Adjustments section

Application Status: FER Draft Started Change Status To: FER Cancelled or FER Draft Completed

Sections

View EED History Log

View Change Log

Description (View Sections Only View All Pages)

All

History Log

Create Comment

Allocations

Allocations

Title VI-B

Final Expenditure Report

Budget

Budget Overview

<u>Assurances</u>	
FER Adjustments	
FER Adjustments	
All	

Reporting Expenditures



- Report YTD Expenditures by Object and Function Code
- Only displays Object and Function Codes that contain approved budget
- Can only enter expenditures for cells with approved budget

Final Expenditure Report

- Hover on cell to see approved budget amount
- Complete for each grant

Final Expenditure Report							
- 2013 - Special Education - Rev 1 - Title VI-B							
Purpose Code	Title VI-B	CEIS	Total				
Account Code							
Certificated Salaries 310	700,000.00	475,000.00	1,175,000.00				
Employee Benefits 360	482,000.00	Approved B	udget: 500,000.00				
Staff Travel 420		85,000.00	85,000.00				
Equipment 510	500,000.00		500,000.00				
Total	1,682,000.00	860,000.00	2,542,000.00				

Completion Report Adjustments



- Summarizes Allocation, Expenditures, Cash Received, and Remaining Amounts
- LEA fills in amount to carry over and/or acknowledges intent to not carry over remaining funds

FER A	FER Adjustments							
Money To	- 2013 - Special Education - Rev 1 - FER Adjustments							
Save An	id Go To							
Grant	Adjusted Allocation	Reported Expenditures		Pending Transaction Amount	Remaining		Acknowledge Carryover Less Than Amount Remaining	Carryover Source
VI-B	\$2,640,000.00	\$2,542,000.00	\$2,400,000.00	\$142,000.00	\$98,000.00	98,000.00		<u>Details</u>
619	\$2,640,000.00	\$0.00	\$0.00	\$0.00	\$2,640,000.00	2,640,000.00		<u>Details</u>
DSE	\$2,400,000.00	\$0.00	\$0.00	\$0.00	\$2,400,000.00	2,400,000.00		<u>Details</u>

Completion Report Approval



- Decreases this year's allocations by carryover amount
- Increases next year's allocations by carryover amount
 - May create revision if application is public
- Moves excess Cash on Hand from this year's application to next year
 - Prevents system from "re-paying" carryover funds
- Generates Reimbursement Request(s) for LEA to pay them any outstanding deficits in each grant

Transition to FY 15



- Carry Forward Populates Upon CR approval
- Amendment (Revision) to add to budget
- FY 15 application similar to FY 14 with some tweaks
- Complete transition away from current GME by July 1, 2014.

Checking In



- What is working? What do we like?
- What would we like to change?
- What information would you like more of?

ADE Grants Management Division 03/06/2014

Accessing the System



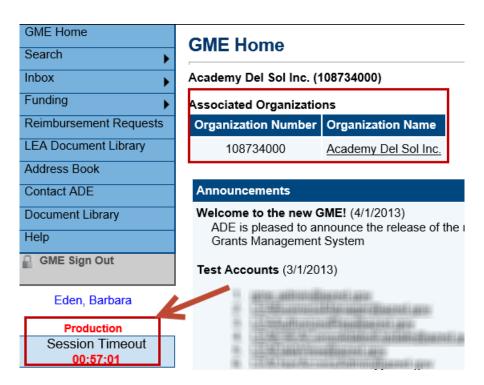
- https://home.azed.gov/Portal
- Enter Email Address and Password



Accessing the System



- After signing in, LEA users will see their associated organizations
- Be sure to save your work before your session expires!



ADE Grants Management Division 11/14/13

Navigation Menu



- Left menu allows for quick navigation between GME components
- Hover over menu items with arrows to view sub menu



11/14/13

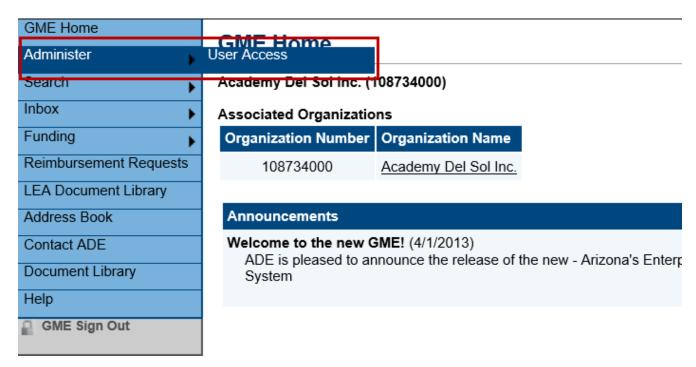
Production Session Timeout 00:59:22

Administering Users



User Access Administrators Only:

 Hover on Administer, then User Access from the left hand menu.



Administer Roles



- Lists all roles assigned to this user and the organizations those assignments apply to
- Can add new or delete existing roles for this user
- User may have roles at SEA level or LEA level but not both

Administer Roles

Return to User Access							
Create Role	Create Role						
	Roles						
Email Address	Organization	Role	Delete				
jane.smith@azed.gov	Academy Del Sol Inc. (108734000)	LEA ESEA Consolidated Update	Û				

ADE Grants Management Division 11/14/13

LEA Roles



Role	Description
LEA Data View	Allows an LEA user to view unapproved items for their LEA.
User Access	Allows an LEA user to administer other
Administrator	users in their LEA but not any other rights to applications, amendments or payment requests.
LEA <grant program=""> Update</grant>	Allows an LEA user to edit a funding application but not approve or submit.
LEA Business Manager	Second level of approval for Applications and Amendments, Final Approval for Payment Requests.
LEA Authorized Representative	Final approval to "submit" to applications or amendments to ADE.

Budget Page



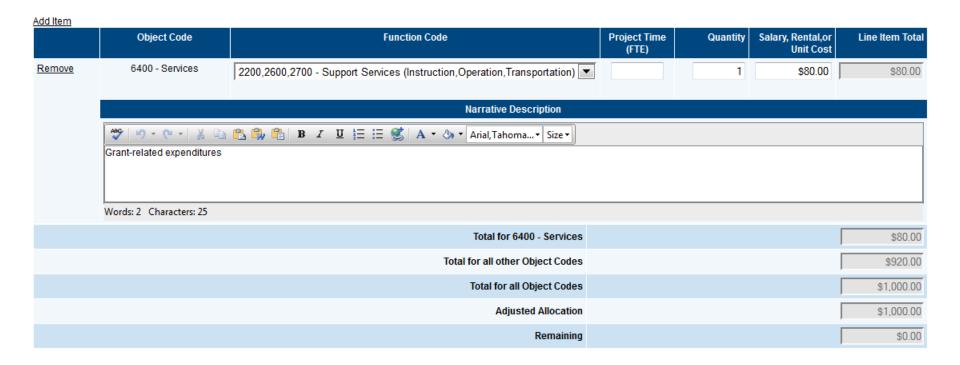
- Displays budget total for each Object code for this grant
- Entry point to budgeting for each Object code

	Object Code	Total
Modify	6100 - Salaries	\$550.00
<u>Modify</u>	6200 - Employee Benefits	\$200.00
Modify	6300 - Purchased Professional Services	\$100.00
<u>Modify</u>	6400 - Services	\$80.00
Modify	6500 - Other Purchased Services	\$0.00
Modify	6600 - Supplies	\$70.00
<u>Modify</u>	6700 - Property (Capital Outlay)	\$0.00
<u>Modify</u>	6800 - Other Expenses	\$0.00
<u>Modify</u>	6910 - Indirect Cost Recovery	\$0.00
<u>Modify</u>	0190 - Capital Outlay	\$0.00
	Total	\$1,000.00
	Adjusted Allocation	\$1,000.00
	Remaining	\$0.00

Budget Narrative Detail



- Line item entry of budget data and narrative by Object code and Function Code
- Offers districts flexibility in the level of detail that they provide
- Subsequent years allow initial population of this data by copying forward last year's budget



Program Details Page



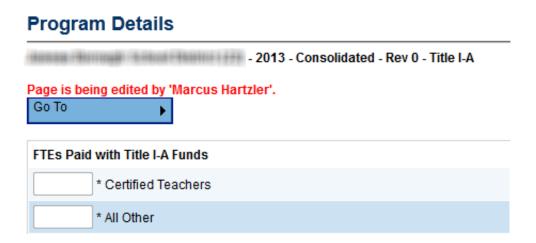
- Additional information about LEA's use of grant funding beyond what is captured in budget
- Entered directly into GME by LEA users

Title I Certified FTE Descriptions				
	Certified Admins	Certified FTE Admins	Certified Support	
Teachers				
Coaches / Consulting Teachers				
Instructional Paraprofessionals				
Non-Instructional Paraprofessionals				
Instructional Facilitators				
Parent Involvement				

Page Locking



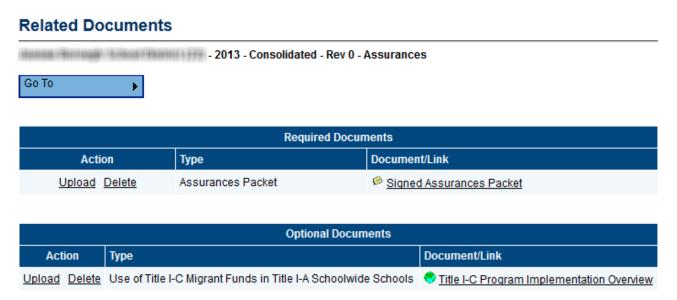
- Pages are locked down when application is in approval process
 - Application must be returned unapproved if changes are desired to an application that is in approval process
 - Revision must be started to modify an application that is approved
- GME prevents multiple users from editing the same page simultaneously
 - User will see message indicating the user that is locking the page
 - Lock is released after that user leaves the page or his session times out



Related Documents

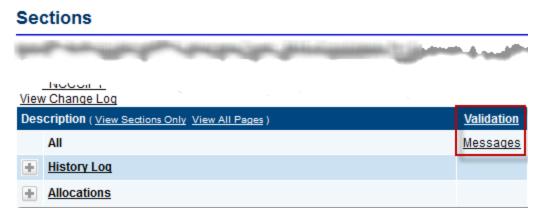


- ADE may request that LEAs attach additional documentation to the funding application
- Documents may be required or optional
- Can attach document or insert hyperlink
- Clicked links will open in new browser window



Validation

- A r l z o n a Department of Education
- Business rule checks put in place to ensure quality of data being submitted by LEA
- System automatically runs validation as application is completed
- Presence of validation issues indicated on the Sections page, under the Validation column
 - Messages do not appear on the page as user fills out data
 - System does not prevent saving of "invalid" data; prevents submission of invalid data
 - Validation checks can span pages
 - "Invalid" data can become valid based on subsequent input



Validation...continued



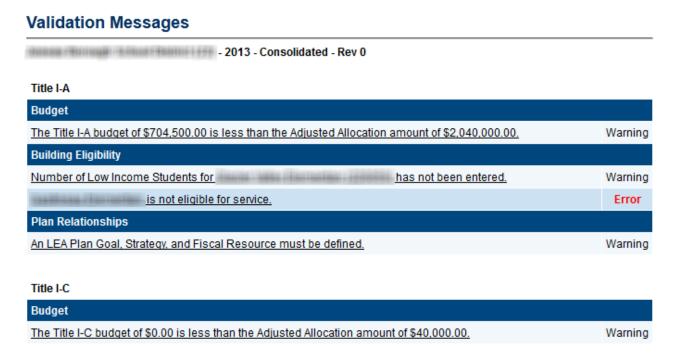
- Two types of validation messages
 - Errors: Prevent submission of application
 - Warnings: Point out potential issues but allow submission
- Filtering Messages
 - All: Show every message
 - Section: Show all messages for pages in that section
 - Page: Show all messages for that page

	Cription (View Sections View All Pages)	<u>Validation</u>	Print
	All	<u>Messages</u>	<u>Print</u>
+	History Loq		<u>Print</u>
+	Allocations		<u>Print</u>
+	Private Schools		<u>Print</u>
	Title I LEA	<u>Messages</u>	<u>Print</u>
	<u>Budget</u>	Messages	<u>Print</u>
	Budget Overview		<u>Print</u>
	Program Details		<u>Print</u>
	School Eligibility	<u>Messages</u>	<u>Print</u>
	Set Asides		<u>Print</u>
	PPA List		<u>Print</u>
	Private School Service		<u>Print</u>
	Related Documents		<u>Print</u>

Validation...continued



- Each message is a clickable link
- Clicking link will take user to the screen on which the issue occurred



Payment Requests Entry Page



- Choose FY and Funding Application
- Available Budget: Lesser of Approved Budget and Pending Allocation
- Total Available Amount: Factors in Funding % of Allocation Sources
- Net Available Amount = Total Available Received Amount

Reimbursement Requests

- 2013						
2013 ▼ Special Education ▼						
Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount		
<u>Title VI-B</u>	\$770,000.00	\$595,000.00	\$0.00	\$595,000.00		
Section 619	\$660,000.00	\$510,000.00	\$0.00	\$510,000.00		
Discretionary	\$0.00	\$0.00	\$0.00	\$0.00		





- Displays general project information
- List of Requests for this grant
- List of Adjustments for this grant
- Project Hold
 Administration

Project Information			
Project Number	51-7000		
C.F.D.A. Number	84.173		
Initial Substantially Approved Date	3/6/2013		
Project End Date	6/30/2013		
Allocation	\$770,000.00		
Available Budget	\$770,000.00		
Project Status	Normal [Hold]		

Reimbursement Requests						
Amount Request Period Status Status Date Voucher #						
\$77,500.00	March 6, 2013	Draft Started	March 6, 2013	Not Yet Created		

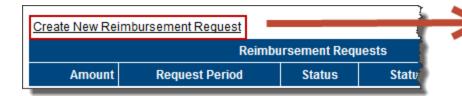
Create New Adjustment

Adjustments					
Amount	Туре	Creator	Date		

There are no matching Adjustments for this grant.

Create Payment Request







You are about to change the status of this Reimbursement Request to Draft Started. Click Confirm to change the status.



- Requests cannot be created until funding application is approved
- One active request per LEA/Grant/FY combination
- General Framework consistent with Funding Application
 - Sections
 - History Log and Communication
 - Validation
 - Workflow



Reimbursement Request Sections

INC. THE RESIDENCE OF THE RESIDENCE OF THE SECOND

Request Status: Draft Started

Change Status To: Draft Completed

or

Delete Reimbursement Request

Description	Validation	Print
History Log		<u>Print</u>
Create Comment		
Expenditure Details		<u>Print</u>
Request	<u>Messages</u>	<u>Print</u>
Related Documents		<u>Print</u>
<u>Assurances</u>		<u>Print</u>
All	Messages	<u>Print</u>

Expenditure Details Page



- Report YTD Expenditures by Object and Function Codes
- Only displays rows and columns that contain approved budget amounts
- System validates expenditures against approved budget
- Hover on cell to see approved budget amount
- Disabled cells where no approved budget exists
- Automatically populates expenditures from previous request; just update cells that have changed

Purpose Code	Title VI-B	CEIS	Total
Account Code			
Certificated Salaries 310	10,000.90	10,000.00	20,000.00
Non-Certificated Salaries 320	12,500.01	Budgeted Amount: 95,00 Funds Requested: 10,000	10,500.00
Employee Benefits 360		Amount Remaining: 85,0	
Transportation Allowance 390	17,000.00		17,000.00
Professional & Technical 410		15,000.00	15,000.00
Staff Travel 420		4,500.00	4,500.00
Total	59,500.00	33,500.00	93,000.00

ADE Grants Management Division 11/14/13

Request Page – Fiscal Summary



System knows and automatically populates most fields:

	Fiscal Summary			
	Allocation			\$770,000.00
	Available Budget		\$770,000.00	
Allocation	Fiscal Information As Of	03/06/2013		
Available Budget Cash Received				\$0.00
•	Total Cash Basis Expenditures		\$93,000.00	
Cash Received	Cash Balance On Hand		(\$93,000.00)	
Cash Basis Expendi	Cash Available			\$770,000.00
(populates from previous page)				

- Cash Balance on Hand
- Cash Available

Request Page - Amount



- Request Amount automatically set to the deficit amount
- System allows LEAs to request an advance
 - Gives validation Warning that Advance payments not generally allowable

Fund Request				
Advance Amount			\$10,000.00	
Advance Period	March	•		
Cash Balance on Hand			- (\$93,000.00)	
Total Amount Requested			\$103,000.00	

Related Documents



- ADE can configure Reimbursement Request to require or allow LEAs to upload backup documentation detailing their expenditures
 - Validation Error when Required Document is not uploaded
 - Validation Warning when Optional Document is not uploaded

Required Documents			
Туре	Document/Link		
Reimbursement Request Backup [Upload between 1 and 3 document(s)]	Upload New		
	[Update] [Delete] Peimbursement Request Backup		

Validation



Expenditure Details

Message

The requested amount of \$17,000.00 for the Title VI-B Purpose in the Transportation Allowance Object exceeds \$16,500.00, which is 110% of the budgeted amount of \$15,000.00

Error

Description	Validation
History Log	
Create Comment	
Expenditure Details	<u>Messages</u>
Request	
Related Documents	
<u>Assurances</u>	
All	<u>Messages</u>

Purpose Code	Title VI-B	CEIS	Total
Account Code			
Certificated Salaries 310	10,000.00	10,000.00	20,000.00
Non-Certificated Salaries 320	12,500.00	4,000.00	16,500.00
Employee Benefits 360	20,000.00	/	20,000.00
Transportation Allowance 390	17,000.00		17,000.00
Professional & Technical 410	Approved Budget: 15,000.00 Funds Requested: 17,000.00		15,000.00
Staff Travel 420	Amount Remaining: -2,000.00		4,500.00
Total	59,500.00	33,500.00	93,000.00

ADE Grants Management Division 11/14/13

Next Steps For Transition



- "What are all these e-mails saying my project is approved!?!?"
 - System generated as FY 14 Approved Projects are Transitioned into NEW GME
 - Will be sent to any individual with "LEA Authorized Representative" role
 - May be ignored, no action required
- November-December Transitions 21st Century, Title III, SEI Budget, Race to the Top, IDEA, State Tutoring, School Safety, Adult Education

Thank You



For More Information Contact:

- Todd Mason, todd.mason@azed.gov; (602) 364-1989
- Access to New System Through ADEConnect: grants@azed.gov
- Visit: http://www.azed.gov/grants-management/ for reference materials
- Look for another Webinar on the new System Friday,
 November 22nd at 1:30 p.m. INVITATION E-MAILS COMING SOON